



PLY TO
ENTION OF

**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217**

SCCS

19 July 2004

POLICY MEMORANDUM 11-04

MORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Southern Command (USSOUTHCOM) Information Assurance Program:
User Training Requirements for Access to USSOUTHCOM Networks

1. References:

a. CJCSM 6510.01, Defense-In-Depth: Information Assurance (IA) and Computer Network Defense (CND), 25 Mar 03.

b. SC Regulation 1001, USSOUTHCOM Information Assurance, 1 Apr 04.

2. All personnel requiring access to Headquarters (HQ) USSOUTHCOM information systems, including but not limited to desktop and laptop computers, will successfully complete Information Systems Security (INFOSEC) training prior to being granted individual access to such systems. The Army Signal Activity (ASA) Help Desk staff will not release user identification and passwords to individuals who have not provided proof of successful training completion. New user training will be conducted as follows:

a. Prior to issuance of a network account, personnel assigned to HQ USSOUTHCOM for 30 or more days will complete the ASA Local Area Network (LAN) User course, and the USSOUTHCOM INFOSEC Computer-Based Training (CBT). ASA provides both courses in a half-day block of instruction. The students will utilize a training workstation to complete both courses.

b. Personnel will present the printed LAN User course certificate and printed INFOSEC training results or a J62 approved training verification letter to the ASA Help Desk for review. Upon training verification the new user will read and sign the user agreement form provided by the ASA Help Desk. The ASA Help Desk will then provide the new user with a user identification account and password.

* This Policy Memorandum supersedes Policy Memorandum 4-03, dated 24 Oct 03.

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c. Personnel visiting HQ USSOUTHCOM for a period of less than 30 days must bring proof of INFOSEC/SATE (Security, Awareness, Training and Education) training from their home unit. The training completion date must not be more than 11 months prior to the date on which the user receives access to USSOUTHCOM networks. Visiting personnel who do not provide proof of training will not be granted access to USSOUTHCOM networks until training verification is received or the ASA LAN User course and USSOUTHCOM INFOSEC CBT are completed.

d. Personnel in the grades of O6, SES and above or any other individual designated as a VIP by the Designated Approval Authority (DAA) or command section may complete the executive version of training. These individuals will review, sign, and date the executive INFOSEC training and submit it to the ASA Help Desk for account issue.

e. Personnel who are issued USSOUTHCOM network accounts will update their INFOSEC training every 12 months. Failure to complete annual training will result in temporary or permanent account lockout. Accounts will be re-enabled upon completion of the ASA LAN User course. Each user and their respective Information Technology Officer (ITO) are responsible for ensuring their INFOSEC training remains current.

3. Only the USSOUTHCOM DAA, which is the SCJ6 Director, may grant exceptions to these network access requirements.

4. The points of contact are TSgt David Angry II, SCJ622, Policy, Training and Assessments Branch; (DSN) 567-2756 or Ms. R.E. Jefferson-Miller, Branch Chief, (DSN) 567-1615.

FOR THE COMMANDER:



MICHAEL R. LEHNERT
Brigadier General, U.S. Marine Corps
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